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Rm. 807

9 February 1960

MEMORANDUM FOR: Director of Training

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ATTENTION: [REDACTED]

SUBJECT: Survey of Foreign Language Requirements

1. I am forwarding herewith a report from each of our offices setting forth their foreign language requirements. There are no reports from OBI or ONE as they have no such requirements.

2. As we discussed I have not pulled the office reports together into a consolidated DD/I Area report as it seemed to me you can more easily work from the individual reports in view of the fact that each office has certain specific comments to make about its own individual requirements.

3. In determining their requirements the offices were instructed to take a position midway between the the theoretical ideal and the bare minimum. It is obvious that in an operation such as the DD/I represents there can be considerable flexibility in stating requirements of this type.

4. You will note that the report from FDD presents its requirements with respect to those positions requiring proficiency in more than one languages in a different form than the other offices. They have merely listed the number of capacities required in certain languages and these languages are in addition to the ones listed in their para. 4.

5. Please do not hesitate to ask us for any further information or clarification of the information herewith presented.

[REDACTED]  
Assistant to the DD/I (Admin.)

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3 NOV 1959

**MEMORANDUM FOR: Deputy Director (Intelligence)**

**SUBJECT : Language Development Program**

1. On 4 February 1960 the Agency's Language Development Program will have its third anniversary. As a result of this program, large numbers of Agency employees have been encouraged to increase and maintain competencies in foreign languages. Many have done so in courses given during official duty hours. Even greater numbers have participated in voluntary off-duty training. For example, during the last fiscal year:

130 employees completed full-time on-duty language courses.  
480 employees completed part-time on-duty language courses.  
704 employees completed off-duty language courses at Headquarters.  
698 employees engaged in off-duty language courses overseas.

28% of the employees taking language training in the U. S. were from DD/I.

2. I believe we can all be pleased with the widespread interest the Language Development Program has generated in foreign language study and with the impressive number of employees engaged in such study. At the same time, however, we must constantly re-examine this program to ensure that the mainstream of effort is responsive to changing Agency requirements. Specifically, I am concerned at the moment by:

a. The relatively small proportion of language students who are attaining really useful levels of proficiency.

b. The high ratio of individuals studying the common European languages and the correspondingly small number, or even absence, of students studying some of the important Afro-Asian languages.

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3. To enable us to reappraise the Language Development Program in terms of current needs, I have instructed the Language and Area School to step up its proficiency testing program so the Agency's inventory of language skills can be verified. This inventory, which is maintained on machine records by the Office of Personnel, is complete and up-to-date in its coverage of staff employees; but only 25% of the statements of proficiency are supported by tests.

4. Additionally, I have asked the Chairman of the Committee for Language Development to conduct, in consultation with the members of the Committee from each of the major Agency components, a survey of current foreign language requirements in the Agency. The survey will seek to identify the requirements, by language and level of competence, of all staff positions--both foreign and domestic--in the Agency. A sample of the questionnaire proposed for use in connection with the survey is attached.

5. I am very hopeful that out of this proposed survey will come a more realistic form of guidance than we have ever had before in planning the Language Development Program. For when the results of the survey can be matched against an accurate inventory of CIA's language skills, we can judge pretty clearly the pace and direction that our over-all language program should take. A compilation of this information by components will also aid materially in the development of long-range training plans by each such component.

6. I would be most grateful for whatever assistance and support you can lend personally in the proposed survey of DD/I language requirements.

SIGNED

MATTHEW BAIRD  
Director of Training

Attachment

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